 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 5 Employee Benefits; Employee Recognition Policy		
Retirement Recognition Awards	Effective date	Revised
Number: 5.11-01	July 11, 2012	

All retirees will receive a retirement award and proclamation or letter, if appropriate, unless the employee declines recognition. A retirement reception shall be held at the employees' discretion. The department may provide funds for an award, cake, punch and utensils. All other decorations and/or gifts will be funded by employees' personal monies. A sample checklist for planning retirement receptions may be found on the DNR intranet under forms.

REFERENCES

Related DNR policies and procedures

Payment Procedures 7.07-01
State of Missouri Agency Provided Food 7.06-03
Employee Recognition Policy 5.11

Award Details:

Employees will have the choice between a 9 x 12 engraved wood plaque and a blue crystal octagon free-standing award. Plaques/Awards must be ordered from Missouri Vocational Enterprises (MVE). These mock-ups are attached. Employees must meet the retirement eligibility requirements by MOSERS to receive an award.

Retirement awards should recognize all State of Missouri service, not just DNR service. In addition, if desired, the program can request a proclamation or letter from the Governor's Office. Instructions for requesting a proclamation are below.

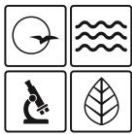
Requirement for Proclamation or Letter:

25 years total state service for retiring employee (retiring staff with 10-24 years of service receive a letter and not a proclamation). To request a letter, follow the same steps as below for a proclamation.

Proclamation Request Process:

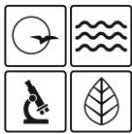
The Office of Communications is the contact for all proclamations that divisions and programs may need. Please coordinate through your Division Information Officer or Division Director's Administrative Specialist. Email requests are preferred, but you may also call (573) 751-1010 to request a proclamation.

Please allow 4-6 weeks for processing (if less than 4-6 weeks, every attempt will be made to get it to you in a timely manner). Prior to submitting the request, allow adequate time to verify employment dates with the Human Resources Program (573-751-2518) and to frame the proclamation if you so choose when it's received. Cost of frame may be funded by the department.

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The Governor's office uses standard language on all retirement proclamations. Each proclamation request must include the following information:

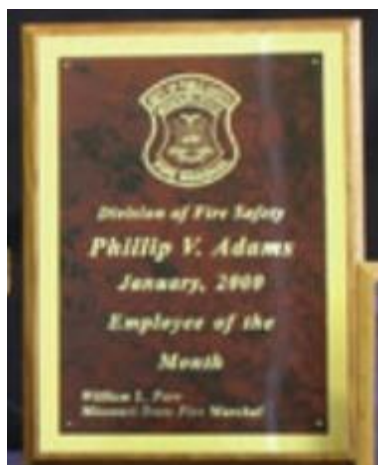
- Employee's name, division and title
- Exact employment dates with State of Missouri (this includes any employment with other MO state agencies). For example, May 15, 1974 to September 30, 2006. If there is a break in service, we must show that. **Please have that information confirmed with Human Resources prior to requesting the proclamation.**

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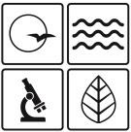
Retirement Award Mock-Up

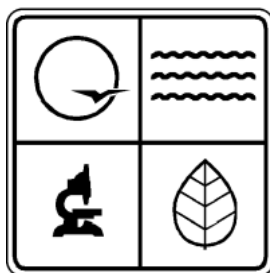


Order through MVE. Free-standing Blue Octagon Award. Estimated cost is \$64.00. Use DNR Logo on file. Item Number E-234. Verbiage - Century Block Font. Name - Script Font. Please center all lines



Order through MVE. 9 x 12 Dark Oak, Double Layer Brass. Use DNR Logo on file. Estimated cost is \$48.00. Catalog # E-444DBL Verbiage – Century Block Font. Name – Script Font. Program can choose any available brass color. Please center all lines.

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Missouri
Department of Natural Resources
Recognizes

NAME HERE

for **his/her** _____ years
of dedicated service to
the State of Missouri

Start Date – Retirement Date

Sample Retirement Reception Checklist

☐ **Verify employment dates with Human Resources**

Date Requested: _____ Date Received: _____ To Program: _____

☐ **Obtain List from Employee of any guests to include** (family, friends, co-workers outside dept, etc.)

☐ **Determine Number of anticipated attendees:** _____

☐ **Schedule Date/Time/Location for Event:**

Date: _____ Time: _____

Location Reserved: _____

☐ **Determine Theme/Color Scheme** (What are employee's favorite colors and activities?)

☐ **Determine Menu** Examples: Morning reception - fruit, pastries, juice, coffee
Afternoon Reception - cake/cookies, punch, mints/nuts

Is Proclamation from Governor's Office Wanted? Request via e-mail from the Directors Office.

Date Requested: _____ Date Received: _____

☐ **Order Plaque/Award from MVE (see Retirement Recognition Policy 5.11-01)**

☐ **Determine Gifts and Route Envelopes for Collection is Desired**

Has employee reached "milestone" services date since last service awards?

☐ Yes ☐ No

If so, appropriate service award should be ordered to be presented at reception.

Work with Human Resources to determine and to order award, if necessary.

☐ **Reserve Punch Bowl/Coffee Urn** Date Reserved: _____

☐ **Prepare Flyer based on theme determined.** (Remember date, time and location should be included).

Date posted to Intranet: _____ Date sent to Staff: _____

Sent to other guests: _____

Supplies/Decorations Needed:

<input type="checkbox"/> Tablecloth(s)	<input type="checkbox"/> Cups	<input type="checkbox"/> Centerpiece/Flowers	<input type="checkbox"/> Guest Book
<input type="checkbox"/> Napkins	<input type="checkbox"/> Banner	<input type="checkbox"/> Decorations	_____

Other: _____

☐ **Contact Photographer** - Contact Scott Myers to see if he is available. If not, find another staff person who can take digital photos, which should be posted on Intranet.

☐ **Decide what type of presentation should be given** - Pictures/Power Point presentation, Speech, etc.

Presenter: _____

Type: _____

☐ **Provide Room Layout to Building Receptionist so that Janitorial staff can set-up room appropriately.**